

Dear Program Administrator:

**Please note that Annual Reports for your nursing program are due on [Date Due].**

Attached you will find links to the Annual Report and the Program Administrator Report. We no longer send out surveymonkey e-mails, since not all of you were able to access them.

**Please note that faculty is no longer required to fill out an annual report form. For faculty approved on contingency, submission of a copy of their current transcript is required.**

Annual Report Link- <https://www.surveymonkey.com/s/L3N2923>

A separate Annual Report and Program Administrator Survey must be completed for each nursing program.

If you start one of the surveys (Annual Report or Program Administrator Survey) and are unable to finish it at that time, please finish the current page, click on the "Next" button at the bottom of the page and all of your responses will be saved. You may then return to complete each survey at a later time.

**Once each survey is complete a "Thank You Page" will appear. Please note that this page indicates that each survey has been completed and submitted.**

Pdf files of the Annual Report and Program Administrator surveys are attached for your reference.

**The following items must be submitted with your annual report:**

- Sample transcript
- Clinical site listing
- Sample contractual agreement with current clinical sites
- Updated faculty list, to include full-time, part-time and clinical adjuncts
- Audited fiscal report
- Annual nursing program budget
- Program publications, to include college catalog, nursing student handbook(s), application packets and program brochures – **may be submitted in hard copy or per electronic link**
- Position descriptions for the program administrator, nursing faculty and support staff

If you have any questions please call Mallory Ainsworth at 573-751-0080 or e-mail at [mallory.ainsworth@pr.mo.gov](mailto:mallory.ainsworth@pr.mo.gov) .

Thanks and Have a Great Day,  
Mallory Ainsworth  
Missouri State Board of Nursing  
573-751-0080 Phone  
573-751-6745 Fax